



CITY OF COVINGTON
Permit Services
16720 SE 271st Street, Suite 100
Covington, WA 98042

Phone: (253) 480-2400
Fax: (253) 480-2401
www.covingtonwa.gov

COMMERCIAL BUILDING SUBMITTAL CHECKLIST

- ☐ **Complete Building Permit Application**
- ☐ **Four (4) Complete Sets of Construction Drawings.** Include site, architectural, structural, civil, sprinkler, electrical, and mechanical plans, stamped by a Washington State licensed Architect or Engineer (stamp may be waived if structure is less than 4,000 sq ft in area). The Site Plan shall indicate the property lines and dimensions; proposed location of all structures and the setbacks from the foundation to the property lines. The site plan shall also indicate any easements (public or private), wetland or stream corridors and greenbelts or buffer areas. Utility hookups (water and sewer) must be identified on site plan. If property is on septic, show location of drain field.
- ☐ **One (1) Set of Civil Engineering Drawings Only.**
- ☐ **One (1) 11x17 Copy Site Plan.** Include all details as described above.
- ☐ **Two (2) copies of Geotechnical Report.**
- ☐ **Two (2) copies of Washington State Non-Residential Energy Code Compliance Form.**
- ☐ **Two (2) copies of Structural Calculations stamped by a Washington State licensed Engineer.**
- ☐ **Two (2) copies of Roof Truss package.**
- ☐ **Two (2) copies of Floor Joist layout.**
- ☐ **Plan Review Fee**
- ☐ **Commercial Site Development Permit Approval.**
- ☐ **Certificate of Water Availability:**
Contact Covington Water District (253) 631-0565 or Water District #111 (253) 631-3770.
OR
Private Well - King County Health Department approval required (206) 296-9744.
- ☐ **Certificate of Sewer Availability:**
Contact Soos Creek Water & Sewer District (253) 630-9900.
OR
Septic Tank – King County Health Department approval required (206) 296-9744.

Other Requirements – Prior to Permit Issuance:

- ☐ Food Service Establishments: **One (1)** copy of Seattle-King County Department of Public Health Plan Review Approval - Mike Milbach (206) 205-1903.
- ☐ Copy of valid Washington State Contractor's Registration.